

Title 22. Social Security

Division 13. Department of Child Support Services

Chapter 13. Conflict-of-Interest Code

§123000. California Department of Child Support Services Conflict-of-Interest Code.

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Department of Child Support Services (Department).

Individuals holding designated positions shall file their statements of economic interests with the Department, which shall make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Upon receipt of the statement for the Director, the Department shall make and retain copies and forward the original to the Fair Political Practices Commission. All other statements will be retained by the Department.

NOTE: Authority cited: Sections 81008, 87300, 87306, Government Code. Reference: Section 87302, Government Code.

Designated Positions Appendix A

Designated Positions	Disclosure Categories
EXECUTIVE DIVISION	
Director	1, 2, 6
Chief Deputy Director	1, 2, 6
All Assistant Directors	2, 4
All Regional Administrators	4
CCSAS Project and Procurement Office	
Branch Chiefs	3
Section Chiefs	3
Office of Legal Services	
Chief Counsel	1, 2, 6
Office of Legal Services, Assistant Chief Counsel	1, 2, 6
Staff Counsel Attorney (All Levels)	2, 4
Senior Management Auditor, Staff Associate Management Auditor, Office of Audits and Compliance	5
CEA II, Office of Legislative and External Affairs	1, 2, 6
Public Information Officer/Manager, Office of External Affairs	3, 4
Office of Payment Management & Intergovernmental Services	
Section Managers	4
Assistant Director, Office of Executive Programs	2, 4
CEA I, Office of Payment Management & Intergovernmental Services	2, 4
Staff Services Manager II and III, Payment Management Section	4
Senior Program Systems Analyst Supervisor, Financial and Data Exceptions Unit	4
Staff Services Manager II, Intergovernmental Services Section	4
CHILD SUPPORT SERVICES DIVISION	
Deputy Director	3
Staff Services Manager (All Levels) Reporting Directly to the Division's Deputy Director	4
All Branch Chiefs	3, 4
All Section Managers	4
Unit Managers	4
Staff Services Manager I, Performance Analysis & Reporting Unit	4
Staff Services Manager I, Quality Assurance Team Section	4
OPERATIONS DIVISION	
Deputy Director	3
<u>All Branch Chiefs</u>	3
TECHNOLOGY SERVICES DIVISION	
Deputy Director	3
Data Processing Managers (All Levels) reporting directly	<u>3</u>

Designated Positions Appendix A-Continued

Designated Positions Disclosure Categories

to the Division's Deputy Director	3
<u>CEA III, CCSAS Project Director</u>	<u>1, 2, 6</u>
<u>Data Processing Manager IV, CCSAS Procurement Office</u>	<u>1, 2, 6</u>
<u>All Data Processing Manager III's, CCSAS Project and Procurement Office</u>	<u>3</u>
<u>Senior Information Systems Analyst, CCSAS Contract Administration</u>	<u>3</u>
<u>SSM III, CCSAS Federal and State Reporting Branch</u>	<u>3</u>
<u>Branch Chiefs</u>	<u>3</u>
<u>Section Managers</u>	<u>3</u>
<u>(except those in System Operations, Architecture & System Management, Systems Management, Data Architecture & Performance Management, CCSAS Development Case, Reports, and CCSAS Testing)</u>	
<u>Information Security Officer</u>	<u>3</u>
<u>Senior Information System Analyst (Supervising or), IT Financial & Administrative Management and Senior Information System Analyst; Contracts and Interagency Agreement Management Unit</u>	<u>3</u>
<u>Senior Information System Analyst, IAA & Financial Management</u>	<u>3</u>
<u>Senior Information System Analyst, IT Procurement Contract Management</u>	<u>3</u>
<u>Senior Information System Analyst, Print and Imaging Management</u>	<u>3</u>
<u>Senior Information System Analyst, Information Technology Asset Management Unit</u>	<u>3</u>
<u>Senior Information System Analysts, Case Management</u>	<u>3</u>
<u>Staff Information System Analyst, Case Management</u>	<u>3</u>
<u>Senior Information System Analyst, Financial Management</u>	<u>3</u>
<u>Staff Information System Analyst, Financial Management</u>	<u>3</u>
<u>Senior and Staff Information System Analyst, Applications Requirements & Testing Section</u>	<u>3</u>

ADMINISTRATIVE SERVICES DIVISION

Deputy Director	1, 2, 6
Chief Financial Officer	1, 2, 6
Branch Chief, Budget & Procurement Branch	2
Branch Chiefs, Personnel & Business Support Branch <u>except Budget & Procurement Branch</u>	3, 6
<u>Staff Services Managers I and II (except Facilities & Business Services Section, Equal Opportunity Employment Section, Classification & Pay Unit, Transactions/Exams & Special Projects Unit, Personnel Services Section and Facilities Services Unit)</u>	<u>2</u>
<u>Accounting Administrator II, Fiscal Accounting Section</u>	<u>2</u>
<u>Section Managers (except those in Systems Fiscal Management Section, Personnel Services Section, and Facilities & Business Services Section)</u>	<u>2</u>
<u>Associate Governmental Program Analysts, Contracts & Procurement Section</u>	<u>2</u>
<u>Staff Services Analyst, Staff Development</u>	<u>3</u>
<u>Unit Manager, Health, Safety & Benefits Unit</u>	<u>2</u>
<u>Assistant Operations Security Officer, Security Services</u>	<u>3</u>

Designated Positions Appendix A-Continued

Designated Positions	Disclosure Categories
Associate Governmental Program Analyst, Health, Safety & Benefits Unit	2
Staff Services Manager II, Facilities & Business Services	2, 6
Staff Services Manager I, Business Services Unit	2
Business Services Officer I (Supervisor), Business Support Unit	2
Business Services Assistants, Business Support Unit	2
Associate Governmental Program Analyst, Records, Assets & Goods/Services Acquisitions	2
Business Services Officer II (Supervisor), Fulfillment Services Central Scan	2
Staff Services Manager I, Facilities Services Unit	2, 6
Staff Services Analyst, Security Unit	2
Associate Governmental Program Analysts, Modular & Move Services Unit	2, 6
Associate Governmental Program Analysts, Facility Projects & Lease Management Unit	2, 6
Staff Services Managers I and II, Equal Opportunity Employment Section and Personnel Services Section	7
Consultants/New Positions	*

- * With respect to consultants/new positions, the Director may determine in writing that a particular consultant/new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant/new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code Sec. 81008.).

Disclosure Categories Appendix B

CATEGORY 1

Designated positions assigned to this category must report:

~~All interests in real property in the State of California, as well as investments, business positions and sources of income, including gifts, loans and travel payments.~~ All investments, business positions in business entities and sources of income, including receipt of gifts, loans and travel payments from a source that is subject to overview, regulation and enforcement of the Agency or contracts with the Agency to perform its mandated authority. Such sources include those that participate in programs that locate a parent, establish paternity; that assist or are subject to a Department enforcement action (including real property liens). This disclosure category includes all sources that are subject to or assist the department in establishing, modifying and enforcing a court order for child support or health coverage.

CATEGORY 2

Designated positions assigned to this category must report:

All investments, business positions and income, including receipt of gifts, loans and travel payments, from, sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the Department.

CATEGORY 3

Designated positions assigned to this category must report:

All investments, business positions and income, including receipt of gifts, loans and travel payments, from, sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the designated position's Division.

CATEGORY 4

Designated positions assigned to this category must report:

All investments, business positions and income, including receipt of gifts, loans and travel payments, from, sources that are subject to the regulatory authority of the Department.

CATEGORY 5

Designated positions assigned to this category must report:

Whether, during the reporting period, they had a financial interest in any of their assignments. If they had no such interest, they shall file Fair Political Practices Commission Form 700-A. Otherwise, they shall disclose their pertinent financial interests on the schedules for Fair Political Practices Commission Form 700.

CATEGORY 6

Designated positions assigned to this category must report:

All interests in real property in the State of California that is of the type that may be owned by, leased, or rented by the Department.

CATEGORY 7

Designated positions assigned to this category must report:

All investments, positions in business entities, and income including receipt of loans, gifts, and travel payments received from a department employee and from any of the following sources; training and educational sources, labor specialists, and human resource management services.